

**THE NAVAL SURFACE WARFARE CENTER  
CARDEROCK DIVISION QUALITY PROCEDURES**

Title:	Number:	Revision Number:	Date Effective:
Internal Suppliers	00-0000-062-03	0	1 June 98
	Prepared By:	Approved By:	Page:
	R. Griffith, D. Stenson	Sondra D. Gutkind	1 of 2

## 6.0 PURPOSE

The purpose of this procedure is to document the process for tasking personnel within the Division (Internal Suppliers) to provide products, support and services to the Lead Department (Internal Customer), per requirements of the contract with the External Customer.

## 6.1 SCOPE

This procedure applies to all Pilot Programs where internal suppliers from within the Division are tasked to provide products/services in support of the external customer's contract requirements.

## 6.2 RESPONSIBILITY

The Pilot Program Department Heads (PPDHs) is responsible for the tasking of internal suppliers for support of the external customer's contract requirements.

## 6.3 DEFINITIONS

6.3.1 The "internal customer" is a designated member of the department that is requesting products and/or services from another organization within the Division.

6.3.2 The "internal supplier" is a designated member of a department providing the product and/or service.

6.3.3 The "external customer" is an individual of an organization outside of the Division who has entered into a contract for products and/or services of the Division.

6.3.4 The "lead department" is the primary point of contact between the external customer and the Division.

6.3.5 "In writing" or "written" refers to written communication, including e-mail. E-mail correspondence is considered "signed" if it is sent by an individual with the appropriate signature authority.

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#### 6.4 PROCEDURE

6.4.1 Before a contract has been finalized between the external customer and the Division, the lead department (internal customer) will request and obtain assurances of support in writing from the appropriate internal supplier (if required).

6.4.2 The internal supplier will be assigned to the project or task by their respective department head or designee. The assigned individual will be selected based on their technical expertise, training, education and experience. The prospective internal suppliers qualifications will be verified by their Department Head or designee.

6.4.3 The internal supplier will accomplish the project or task as agreed upon with the external customer.

6.4.4 Amendments or changes to the contract will be conducted as specified in DQP 00-0000-032-01 and communicated to the internal supplier by the lead department.

#### 6.5 REFERENCES

6.5.1 [DQP 00-000-032-01](#), Contract Review

#### 6.6 RECORDS

6.6.1 The lead department will maintain copies of the agreement (contract) made with the external customer.

6.6.2 Amendments or changes to the agreement (contract) will be documented and maintained by the lead department.

#### 6.7 ATTACHMENTS

None